

Invoice Correction Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that an error has been identified in Invoice #[Invoice Number], dated [Invoice Date]. Upon review, we noticed that [briefly describe the error].

To correct this, we have issued a revised invoice, #[Revised Invoice Number], which reflects the accurate information. The corrected invoice is attached for your reference.

We sincerely apologize for any inconvenience this may have caused and appreciate your understanding in this matter. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]